

MEMORANDUM TO: ALL HANDS, CIA LIBRARY

FROM: Chief, CIA Library

SUBJECT: Employee Progress Reports

You have heard through your Staff Advisory Committee representative that some form of job performance evaluation program is in the mill. The Library has had the honor conferred on it by the Assistant Director, UCD, of being selected to run an experimental program on performance evaluation.

Your Supervisors have met to discuss the format of these Reports and have agreed on the following:

1. There will be no adjective rating, such as ~~Excellent~~, Satisfactory or Unsatisfactory.
2. There will be discussion between the Supervisor and you on the written report which will include an evaluation of your present job performance and an estimate of your future potential.
3. Both the Supervisor and you will sign the Report as an indication that you have discussed the elements therein. Your signature will not necessarily mean that you agree.

The Reports are experimental. We do not know whether the Agency will adopt this form. The success of our own experiment depends on your intelligent cooperation.

STATINT



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EMPLOYEE PROGRESS REPORT

(Read Instructions on Verso)

1. Name: (print) _____
2. Office: OCD Division: CIA Library Branch: _____
3. Type of Report: _____ Regular _____ Administrative _____
4. Period covered by this report: From _____ To _____
5. What is employee's performance in present position?

Comment:

6. To what extent does employee give indication of future development?

Comment:

7. Are there any indications that employee might be better suited for a different position?

Comment:

8. Certification by signature that all items have been discussed between employee and supervisor.

Supervisor Title Date

Employee Title Date

9. _____
Reviewing Official Date Rating Committee Date

INSTRUCTIONS

Progress reports are periodic evaluations of work which indicate how effectively individuals are performing their assigned duties and discharging the responsibilities delegated to them. One of the most important of supervisory responsibilities is to judge personnel working with you accurately and to record that judgment in terms that can be understood.

Since this evaluation will become an important part of the individual's record, it is expected that you will give it as much care and attention as you would like from those who in turn will be evaluating you-

These reports will be prepared by the supervisor six months after any change in grade or job series for each employee and annually thereafter. They will also be prepared upon relief or reassignment of the supervisor.

The following traits are generally regarded as having some bearing on an employee's performance and development. Although you are not asked for specific ratings, do not hesitate to refer to any of them in your comments, which should be terse and precise.

Ability to learn
Speed
Accuracy
Dependability

Initiative
Cooperation
Leadership
Judgment

The supervisor and the employee will sign the report immediately upon completion of the progress report and of the discussion between the two. The signature of the employee does not necessarily denote his concurrence. The signature of the reviewing official will indicate agreement with the report prepared by the supervisor. Any changes or revisions made by this official will be discussed with the employee and the supervisor and will be explained in writing below.